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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

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OCT 11 1945

June 2, 1943 DEPARTMENT OF AGRICULTURE

NUTRITION AND FOOD CONSERVATION BRANCH MEMORANDUM C-1

TO: All Regional Administrators  
FROM: M. L. Wilson, Chief,  
W. H. Sebrell, Associate Chief  
SUBJECT: Reports on In-plant Feeding Surveys and General Nutrition Problems.

The Food Distribution Administration believes that the most efficient and practical way of providing for adequate nutrition of industrial workers is through the development of satisfactory in-plant and community feeding facilities within and about industrial concerns. The Food Rationing Branch of the Office of Price Administration concurs and has agreed to cooperate to the fullest extent in providing food for such services.

If this nutritional feeding program is to be developed as rapidly and fully as we believe it must be developed, it is essential that the Food Distribution Administration be kept informed of progress in the field.

The Nutrition in Industry Division has a staff to analyze reports as they come in from the various regions. Through this service, it is expected that evaluations of the many problems encountered in the field, reports of rate of progress and suggestions for solving difficulties will be furnished the Washington office of the Food Distribution Administration and all the Regional Administrators. For this service to be of any practical value, it would be necessary for the Nutrition in Industry Division to be kept currently informed on work being done in industrial nutrition within the various regions.

This can be satisfactorily accomplished, if all the Regional Administrators will instruct their industrial nutrition representatives to mail copies of their reports on in-plant feeding surveys and general nutrition problems to the Nutrition in Industry Division of the Nutrition and Food Conservation Branch, Washington, D. C. These reports need not be elaborate. For example, in relation to in-plant problems, copies of the reports sent to the plant executives plus short statements of important facts and impressions, which might be omitted from communications to plant management, because of politic reasons, would be quite satisfactory.

The importance of furnishing the Nutrition in Industry Division with these progress reports as quickly as possible cannot be over-emphasized at the present stage of development of the industrial nutrition program.



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OCT 11 1943

August 21, 1943 U. S. DEPARTMENT OF AGRICULTURE

NUTRITION AND FOOD CONSERVATION BRANCH MEMORANDUM NO. C-1  
SUPPLEMENT 1

To: Regional Directors

From: M. L. Wilson, Chief  
W. H. Sebrell, Associate Chief  
Nutrition and Food Conservation Branch

Subject: Industrial Nutrition Recommendations to Management

The attached outline is suggested for use by industrial nutritionists in submitting their recommendations to plant management on completion of surveys. Although it may not be necessary in all instances to make recommendations on all points covered, the outline can serve as a useful guide.

Recommendations grouped under the major headings, as indicated, will give plant management the basis for planning steps to be taken on each phase of its program. Information on FDA assistance available should all be given under point 3.

In submitting copies of the recommendations to Washington there should be included a covering memorandum indicating:

1. Name and address of plant
2. Product
3. Date of survey
4. Plant official(s) interviewed
5. Total number of employees
6. Percentage of women employed
7. Percentage of employees on each shift
8. Proportion of employees on each shift being fed in nearby commercial eating places

It is not necessary to submit copies of the complete mimeographed outline entitled, "Industrial Feeding Survey."



## OUTLINE FOR RECOMMENDATIONS TO PLANT MANAGEMENT

### 1. Physical equipment

Efficiency of installations as to type and layout  
Inadequacies of food preparation and service facilities

### 2. Operation

#### a. Organization

Method of operation  
Length of eating periods  
Staggering of eating periods  
Expanding of service (breakfast, dinner, mid-meal refreshment)  
Service on second and third shifts

#### b. Food

Use of protective foods  
Enriched bread and flour  
Butter or fortified margarine  
Milk - including evaporated, dried, and milk products  
Whole grain cereals  
Tomato and citrus fruit juices  
Green and yellow vegetables  
Meat and meat alternates  
Use of local surpluses  
Victory plate lunch  
Menus  
Standardized recipes  
Price and size of portions  
Preparation methods  
Handling and storage

#### c. Personnel

Dietitian  
Minimum service  
Use of part-time help (plant workers and others as cashiers,  
checkers, counter attendants)  
Training program

#### d. Sanitation

Attention should be drawn to the regulations of USPHS,  
State and local health departments regarding hygiene  
in commercial feeding establishments

#### e. Nutrition education program

In-plant  
Cooperation with Nutrition Committee  
Cooperation with eating places in vicinity

### 3. Assistance the FDA can provide in the following fields:

Food  
Manpower  
Equipment  
Advisory service  
Publications and material available



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OCT 11 1943

July 1, 1943. DEPARTMENT OF AGRICULTURE

NUTRITION AND FOOD CONSERVATION BRANCH MEMORANDUM NO. C-2

To: All Regional Administrators  
  
From: M. L. Wilson, Chief  
W. H. Sebrell, Associate Chief  
  
Subject: Food Preparation and Serving Equipment

The Office of Materials and Facilities of the War Food Administration has informed us that they have at their disposal a limited amount of food preparation and service equipment which they can release to industries desiring to establish feeding facilities for their employees.

There is not sufficient equipment available to the War Food Administration to permit the widespread dissemination of this information or to encourage all plants to apply through the Food Distribution Administration for equipment. However, the Office of Materials and Facilities has advised us that they will be glad to receive applications from the regional offices, through the Food Distribution Administration, for food preparation and service equipment in plants where the need is acute, according to certification by representatives of the regional offices. The Office of Materials and Facilities assures us that this method of procedure would serve to considerably expedite the granting of equipment in such instances.

For the present, and until further instructions on this matter are sent to the regions, the regional offices should advise their representatives concerned that applications sent to the Food Distribution Administration in Washington should be confined to those which result from personal contact between the representatives and plant management. Applications sent to the Food Distribution Administration for certification should be completely documented as required by the War Production Board and should be written on their prescribed forms. They should be accompanied by statements of need, signed by the Regional Administrator, Food Distribution Administration.



WAR FOOD ADMINISTRATION  
Food Distribution Administration  
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September 10, 1943

NUTRITION AND FOOD CONSERVATION BRANCH MEMORANDUM NO. C-2  
Supplement 1

To: Regional Directors

From: M. L. Wilson, Chief  
W. H. Sebrell, Associate Chief  
Nutrition and Food Conservation Branch

Subject: WPB Procedures for Procurement of Construction Materials,  
and Food Storage, Preparation and Serving Equipment

This memorandum and the attached material provide a brief but complete statement for the guidance of Industrial Nutritionists in advising plant management regarding WPB procedures for obtaining materials and equipment for the installation of in-plant feeding facilities.

## 1. Need for Regional WPB-FDA Liaison

The following procedures and references to WPB orders and forms are correct as of this date and we will make every effort to keep you advised of changes. Nevertheless, because of the numerous exceptions contained in the various Orders, and the frequent changes which occur in the classes of products covered and matters of interpretation, working relationships should be maintained with WPB District and Regional offices.

## 2. Procedure for Obtaining WPB Authorizations

WPB authorizations are needed to obtain all construction materials and, with some exceptions (see Exhibit 1, note 4), food preparation and serving equipment. Such authorizations (WPB approved forms) must be surrendered to materials and equipment dealers on delivery of products.

a... Construction Materials - Application for Authority to Begin Construction, WPB-2570, for certain projects costing less than \$10,000, should be filed in the nearest WPB office and will be processed in the WPB Regional office. Similar applications (WPB-617) for larger projects may be filed at WPB District or Regional offices for review as to completeness and for forwarding to the proper WPB processing department.

b. Food Storage, Preparation and Serving Equipment (refer to Exhibit 1) Applications WPB-1529, WPB-2448, WPB-2581, and WPB-1688, must be filed with the respective WPB Industry Divisions in Washington, although they may be submitted to WPB District or Regional offices for review as to completeness.

Application for Preference Rating, WPB-541, must be filed at the nearest WPB office for review and forwarding to the proper WPB Industry Division. Applications not so filed will be returned, resulting in unnecessary delay. WPB Regional offices may approve WPB-541 applications where the amount involved is \$500 or less, with certain exceptions. Application for Preference Rating, WPB-542 is the comparable form used by the Army, Navy and Maritime Commission for all equipment listed in Exhibit 1, except Scales, Balances and Weights, Order L-190 and Office Machinery, Order L-54-c. (refer to Exhibit 1, notes 6,7,8)

Types of equipment the use of which is no longer permitted, and the required substitutions of non-critical for critical materials, are indicated in the attached WPB "Manual for Wartime Food Storage, Preparation and Serving Facilities," Exhibit 2.

Note: Where construction is involved in the installation of feeding facilities all equipment items must be listed on Form WPB-2570 or WPB-617, whichever is applicable (see 2a above). The WPB office receiving the application will then advise the applicant which additional forms must be filed.

### 3. Certification to WPB

During recent months FDA Regional Directors have occasionally written letters to the War Production Board certifying as to the need for food preparation and serving equipment in connection with applications submitted by war plants. It is now requested that this practice be extended. All recommendations to management should mention that FDA can certify applications for equipment, (a) as to essentiality of the installation and (b) as to need for the various items of equipment to assure efficient operation.

The Washington office should be advised of all instances in which certifications are provided, including the number of the application involved and the date on which it is submitted. Regional offices should, until further notice, keep records of the progress of certified applications to determine (a) the time elapsing between filing of applications and delivery of equipment and (b) the reasons for delays.

4. Applications Submitted Through WFA Office of Materials and Facilities

Applications submitted in accordance with Branch Memorandum No. C-2 should be sent to this Branch for transmittal to OMF.

5. WPB Publication "Priorities"

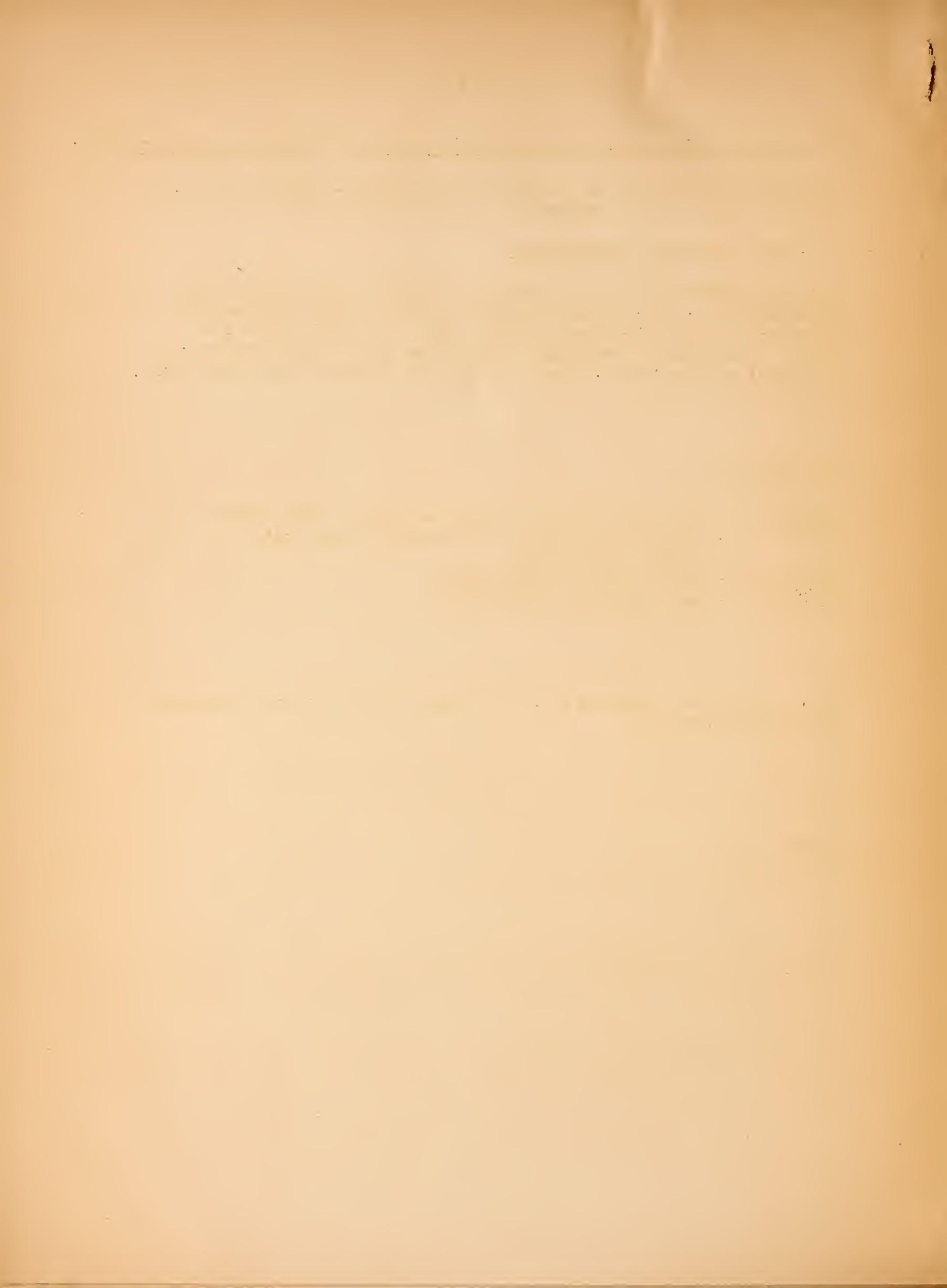
Attached (Exhibit 3) is the August issue of the WPB publication, "Priorities". This includes a complete list of WPB District and Regional offices and current information on all WPB orders and forms. Industrial Nutritionists should be thoroughly familiar with this publication. Future issues will be sent direct from WPB.

Attachments

- Exhibit 1. Table indicating equipment covered by WPB orders
- Exhibit 2. "Manual for Wartime Food Storage, Preparation and Serving Facilities"
- Exhibit 3. August issue of "Priorities"
- Exhibit 4. Set of pertinent WPB orders

P.S. Copies of Exhibits 2, 3 and 4 are on file in the Washington and Regional Offices.

F-986



WPB Procedure for Procurement of Food Storage, Preparation and Serving Equipment

Food Preparation and Miscellaneous Kitchen Equipment

WPB Order	WPB Division	WPB Form Required
No. L-182, Commercial Cooking and Food and Plate Warming Equipment <u>1/</u> , <u>2/</u>	Plumbing and Heating	WPB-1529, Application for Authority to Accept Delivery <u>6/</u>
ranges, ovens (except built-in types), fryers, broilers, griddles, grills, hot plates, roasters, steamers, urns, warmers, bakers, pastry stoves, chicken singers, cruller fryers, egg boilers, potato chip fryers, roll warmers, bake shop ovens		
No. L-248, Commercial Dishwashers <u>2/</u>	Plumbing and Heating	WPB-1529, Application for Authority to Accept Delivery <u>6/</u>
dishwashers		
No. L-38, Industrial and Commercial Refrigerators and Air Conditioning Machinery and Equipment <u>2/</u>	General Industrial Equipment	WPB-2448, Application for Authorization to Purchase and/or Install <u>6/</u>
refrigerators, commercial		
No. L-190, Scales, Balances and Weights <u>2/</u>	Service Equipment	WPB-2581, Application for Preference Rating to Purchase or Rent <u>7/</u>
scales, with scoops; scales, platform		
No. L-292, Food Processing Machinery <u>3/</u>	General Industrial Equipment	WPB-541, Application for Preference Rating <u>6/</u>
meat slicing machines, meat grinding machines, meat chopping machines, coffee grinding machines, mixing machines, bakery machines, dividers, kneaders, sifters, sandwich machines, dough conditioners, molders, rounders, cutters, bins, tanks, trucks, instruments, hoppers - flour, räeks - bread, pan, oven, dump		

Exhibit 1

WPB Order

WPB Division

WPB Form Required  
WPB-541, Application  
for Preference Rating 6/  
 

No. L-30-b, Kitchen, Household and other Miscellaneous  
Articles (Enamelled Ware) 4/  
  
stock pots, steam table insets, steam table pans,  
ladles, sauce pots, dish pans

No. L-30-c, Kitchen, Household and other Miscellaneous  
Articles, (Cast Iron Ware) 4/  
  
skillets, muffin tins, pie tins, cake tins

No. L-30-d, Miscellaneous Cooking Utensils and  
other Articles 4/  
 

roast pans, colanders, measuring cups, bun pans,  
baking pans, scoops, flour sieves, flour dredge,  
measuring spoons, pails, batter buckets, beating  
bowls, salad bowls, mixing bowls, pitchers, flour  
sifters, can openers, frying pans, cake turners,  
cutters - biscuit, and apple dumpling, strainers,  
food choppers, butter cutters - crank type, graters,  
pullman pans, saute pans, basting spoons, retinned  
bakers' bowls, brownie pans, seamless icing bowls,  
bottle openers, serving tongs, and spoons, dishers

No. L-140-a, Cutlery 4/  
 

knives - fish scalers, boning, fruit, french,  
butcher, Burns bread, paring, grapefruit,  
sandwich spreaders, pie, skimmers, lamb cleavers,  
mincing, apple corers, spatulas

WPB Form Required  
WPB-541, Application  
for Preference Rating 6/  
 

Consumers'  
Durable Goods

Consumers'  
Durable Goods

Consumers'  
Durable Goods

WPB Form Required  
WPB-541, Application  
for Preference Rating 6/  
 

Consumers'  
Durable Goods

Consumers'  
Durable Goods

Food Serving and Dining Room Equipment

WPB Order      WPB Form Required

No. L-182 2/

steam tables

No. L-38 2/

water stations

No. L-65 4/

knives, forks, spoons

No. L-54-c, Office Machinery 2/

checking registers, cash registers

No. L-111, Hand Trucks and Other Handling Equipment 3/

platform trucks, dish trucks, barrel trucks,  
mop trucks, mobile food serving unit

Vacuum and Insulated Food Containers 3/, 5/

Consumers' Durable Goods

WPB-541, Application for Preference Rating 6/

General Industrial Equipment

WPB-1683, Application to Purchase or Rent New and Restricted Used 8/

WPB Division

Plumbing and Heating

General Industrial Equipment

Consumers' Durable Goods

Service Equipment

General Industrial Equipment

Consumers' Durable Goods

WPB-541, Application for Preference Rating 6/

1/ This order includes but is not limited to items listed.

2/ Applications under this order must be filed with the designated WPB division.

3/ Applications under this order must be filed with WPB District or Regional offices.

4/ Articles listed may be obtained in the open market. Indicated WPB forms are to be used only in instances where articles cannot be obtained after an exhaustive search, or in emergencies.

5/ As of this date there is no WPB order covering this item.

6/ The Military files on Form PB-542.

7/ The Military files on Form WPB-2581.

8/ The Military files on Form PB-2798.

Food Distribution Administration  
Nutrition & Food Conservation Branch  
Nutrition in Industry Division  
August 20, 1943



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November 24, 1943  
DEPARTMENT OF AGRICULTURE

Nutrition and Food Conservation Branch Memorandum No. G-2,

Supplement 2

To: Regional Directors  
  
From: M. L. Wilson, Chief  
W. H. Sebrell, Associate Chief  
Nutrition and Food Conservation Branch  
  
Subject: Industrial Nutrition Program Monthly Reports

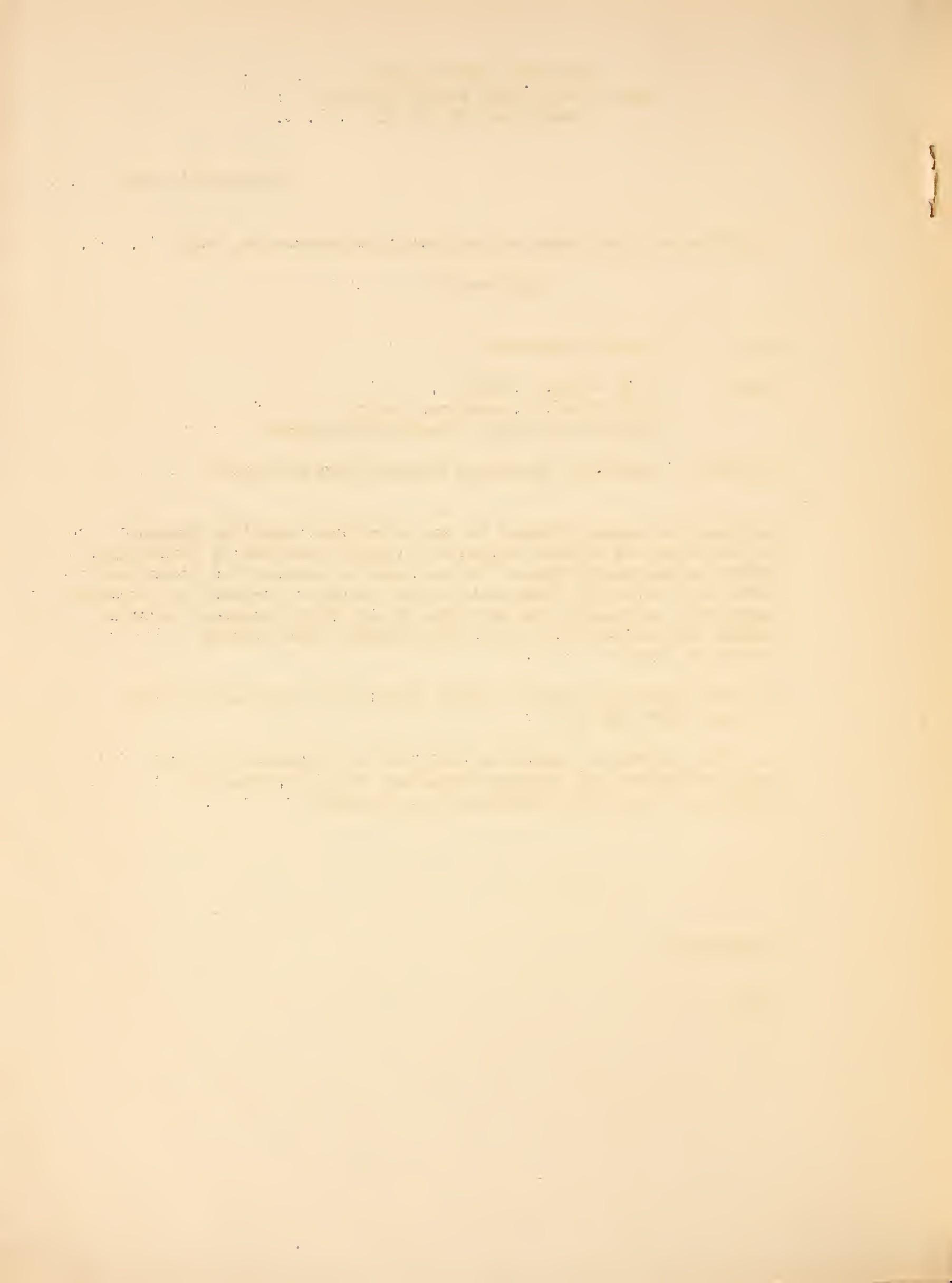
One gauge of accomplishment in the Industrial Nutrition Program is the number of workers employed in plants serviced by Industrial Nutrition Representatives. On the basis of surveys and other reports on file in the Washington office we have prepared the attached tabulation indicating the activity of our field personnel in this regard, by quarters, for the period October 1942 through September 1943.

We now propose the use of monthly reports to be prepared on the attached Form FDA 667.

We would appreciate receiving this form in duplicate for the month of October and monthly hereafter, not later than the 10th day of the month following that reported.

Attachments

B-113



Number of Plants and Employees in Plants Served  
by FDA Regional Industrial Nutrition Representatives  
by regions - quarterly 1/

Summary of Progress Report - October 1942 through September 1943

Area	Oct.. Nov. Dec. Jan. Feb. Mar.						Apr. May June						July Aug. Sept.						October 1942 through September 1943		
	1942		1943		1943		Plants		Employees		Plants		Employees		Plants		Employees		Plants		Employees
	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	Plants	Employees	
All regions	21	108,000	49	555,200	51	537,000	81	714,500	202	1,914,700											
Northeast	15	59,400	16	231,500	8	21,900	11	129,500	50	442,300											
Southern	2	4,200	12	118,600	4	26,700	5	33,000	23	182,500											
Midwest	3	39,700	11	155,000	16	244,700	29	162,900	59	602,300											
Southwest	1	4,700	6	41,300	14	50,000	13	119,500	39	216,000											
Western	--	--	4	9,300	9	193,700	13	269,900	31	471,600											
Percentage Distribution for all Regions																					
Plants							24				25				40						
Employees							6				29				23						
															37				100		

1/ Unduplicated count. Includes only initial service to plants. Many plants were provided with assistance two or more times.



# Industrial Nutrition Program Report of Initial Service to Plants 1/

State	Name of Plant	Product	Employees	Type of Assistance Provided	Method 2/	Method 3/	Contract 4/

- 1/ List only plants contacted for first time during reporting month.  
 2/ Indicate e.g., food supply, ration points, food service, equipment, manpower, nutrition education.  
 3/ Indicate whether by survey, supplying literature, or other method.  
 4/ Indicate primary source of request for assistance, e.g., management, labor, or particular Federal agency.

